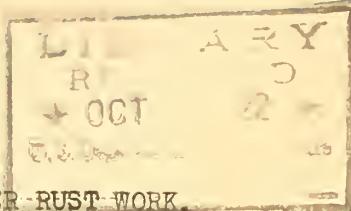


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UNITED STATES DEPARTMENT OF AGRICULTURE



Bureau of Plant Industry.

EXPLANATION OF RECORDS AND REPORTS USED ON COOPERATIVE BLISTER-RUST WORK.

Records Submitted by State Cooperator -

Only a single monthly report on cooperative blister rust work is required of the State cooperator. This is Form BR-4 and there are several reasons for its existence. Educational agents employed on cooperative blister rust control work are under the administrative direction of the State cooperator, the Bureau of Plant Industry only giving general supervision and such further assistance as is practicable. The Agricultural Appropriation Act and departmental policy requires the expenditure on a dollar for dollar basis of Federal blister rust funds allotted to the States under our cooperative agreement. To fulfill these requirements it is essential that we have a monthly statement showing Federal and State expenditures under the cooperative agreement.

Responsibility for the direction of cooperative control work and the correctness of State blister rust expenditures entered on the BR-4 report rests with the State cooperator, hence it is important that he or his deputy sign the BR-4 report. If desired, the work of making up the statement may be assigned to the State leader.

Form BR-4 must be submitted to the Washington Office as soon as possible after the end of each month. Federal expenditures will be added by the Washington Office and a completed copy returned to the State cooperator. The Form is not difficult to fill out and entries by the State should be made as follows:-

FORM BR-4 - To be signed by State Cooperator. Enter State funds and expenditures only.

Page 1 - Upper Section - Change word "calendar" to "fiscal". List available State funds for the fiscal year July 1, to June 30, and add additional local co-operative funds from month to month as obtained. If the State has a different fiscal year, simply list the funds available for the period July 1, to June 30.

If the money value represented by work reported on Form BRE-5 is used to increase State dollar for dollar funds, then the name of the pine owner and the money equivalent of the work done, as given on each Form BRE-5, must be entered on the last page of Form BR-4 under the heading "Memorandum of Local cooperative funds." The total monthly increase in local cooperative funds shown in the upper section of page one should agree with the total amount of local cooperative funds entered in the lower section of page 4. If there is not room enough to enter all the cooperators for the month, list them on a separate sheet of paper and attach it to the BR-4. Form BRE-5 constitutes a voucher and represents monetary value when properly countersigned and used as described above.

Middle Section - Insert amounts given in the cooperative agreement. List total State salaries and expenses for current month and total previous expenditures, if any, under the current cooperative agreement. The sum will give the total State expenditures to date under the cooperative agreement.

Pages 2 & 3 - Enter totals of State blister rust payrolls and expense schedules on page 2 and classify both salary and expenses under the projects given on page 3. Attach copies of the State payrolls and expense schedules. These copies are needed to explain the entries on page 2. If not practicable to submit copies of State blister rust payrolls and expense schedules, either enter the different items of expenditure directly on page 2 of the BR-4 or list them on a separate sheet of paper and attach it to the BR-4 report. Federal expenditures will be entered and classified by the Washington office.

Page 4 - Upper Section - This section will be filled out in the Washington office. In order to do this it is necessary that you classify State salaries and expenses under the projects given on page 3.

Middle Section - The detailed monthly summary of Ribes eradication will be filled in by the State from their records and should agree with the totals given under project 3 in the upper section. If the State Ribes eradication records are kept in such a manner as to make it impracticable to enter this data each month the totals for the year can be entered at the end of the season's work. However, this data is of value if possible to supply it monthly,

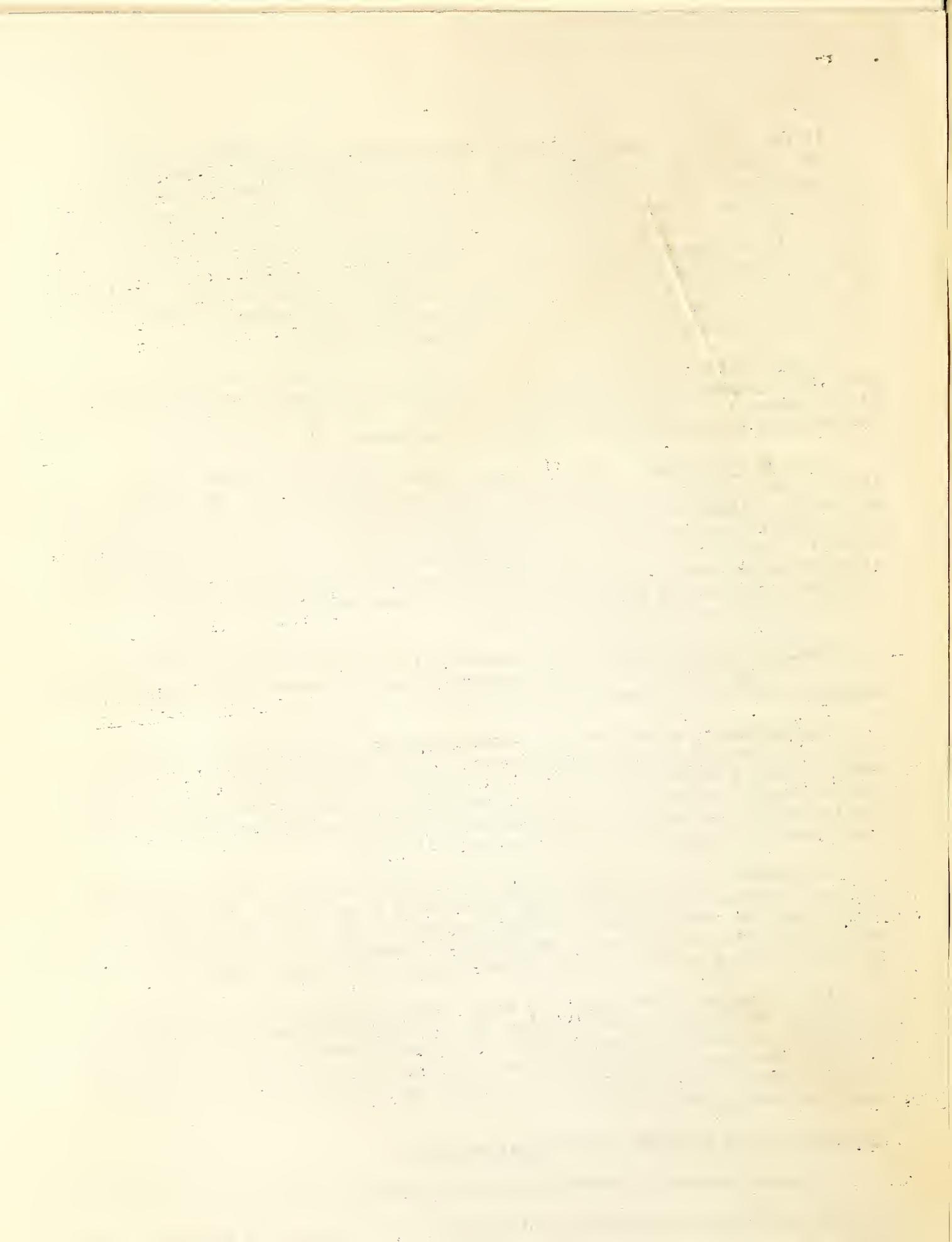
The State will keep Ribes eradication records according to its own methods and will be requested to supply this office with total figures on acreage eradicated, cost per acre, number of bushes destroyed, per cent of efficiency of eradication work, etc. at the end of the season. Forms BR, BRI, 2 and 3 will be supplied by the Washington Office to those States desiring to continue their use.

Lower Section - Enter names of local cooperators and funds available at beginning of the fiscal year (i. e. July BR-4). Add additional names and funds each month as cooperators are obtained, carrying forward the total amount from the previous month. At the end of the fiscal year (June BR-4) the total appearing under this section will show the total local cooperative funds obtained by the State during the fiscal year.

Records Required of State Blister Rust Leaders -

Complete records of essential data are necessary to the success of our work.

Records cannot take the place of intelligence and industry, but they can be made of

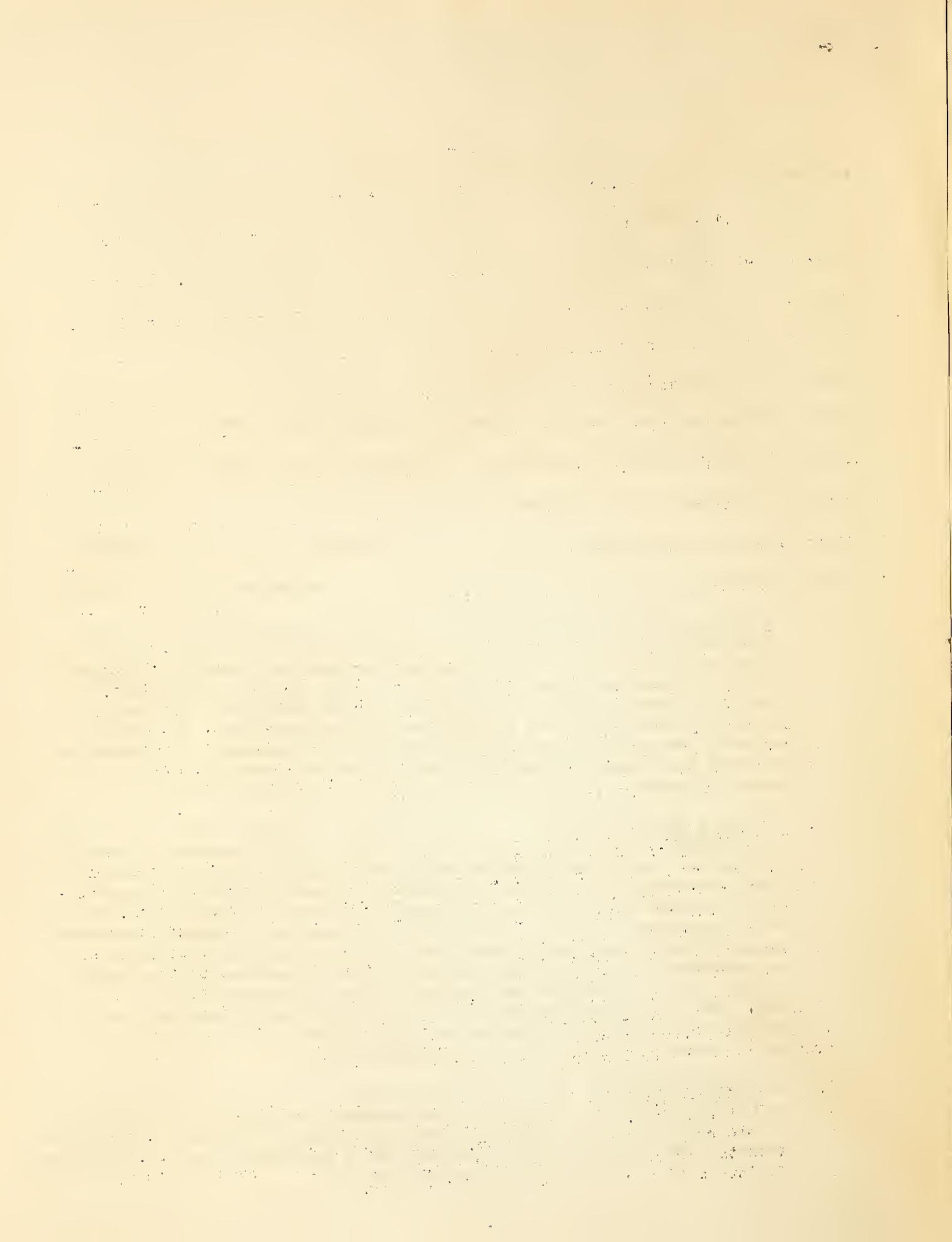


the greatest practical value to every man sincerely interested in accomplishment. We desire to eliminate "red tape" and keep only such data as will be of value to Federal and State men in stimulating the work and measuring progress. Your suggestions and assistance in accomplishing these results will be greatly appreciated. We need a record of our work, for the same reason a business concern requires a record of its sales and purchases, in order to know its status. Records kept by agents are neither more nor less important than any other part of the work. Intelligently kept records are an index of progress, point the way to improvement and provide a foundation for a new man to take up the work in cases where an agent resigns or is assigned to other territory. This outline is for your convenient reference and information and covers the forms already explained to you in detail.

1. PAYROLLS AND EXPENSE ACCOUNTS: These must be approved by the State cooperator (or by the State blister rust leader if so desired by the State cooperator) for blister rust educational agents and leaders. Use Dept. form No. 2 when the payroll contains more than one name, otherwise Dept. form 3. Expense accounts must be submitted on Dept. form No. 4 and in conformity with the fiscal regulations of the Department. If expense accounts are satisfactory, indicate approval by placing your initials on the left hand margin of the first page. Transmit payrolls and expense accounts promptly at end of each month to the Washington Office.

2. ANNUAL REPORT: This will be prepared by the State blister rust leader and approved by the State cooperator. It should be a complete summary of all blister rust work performed in the State during the year, namely, education, demonstration and State and local cooperative Ribes eradication. The only means of making such a report is to keep field notes and records of the work done each day. Also brief observations of general conditions should be made from time to time. The efficiency and success of the work is necessarily judged to some extent by what is contained in the annual report. This report must be submitted to the Washington Office by November 15th. One copy should be submitted to the State cooperator and two copies to the State Director of Extension. This office will supply you with a brief outline to follow in preparing your report.

3. WEEKLY ITINERARY: The blister rust leader will submit a weekly itinerary to the Boston Office. If the leaders expenses are paid from Federal funds, a duplicate copy of the itinerary must accompany his expense account. This report is the record of your activities as a Federal employee and furnishes general information on the conduct of the work.



Records Required of Blister Rust Educational Agents -

A monthly and yearly summary of the results accomplished in your district are the only reports you are required to submit on your work. These must be submitted on Forms BRE2 and BRE3 respectively. This is the principal means we have of keeping in close touch with the progress of your work and of obtaining uniform statistical data on the results accomplished.

1. WEEKLY ITINERARY: At the end of each week send a copy direct to the Boston Office and enclose a duplicate copy with your expense account at the end of each month. Under remarks briefly explain the work done each day. This report is required by law. It shows your daily activities, indicates how your time is employed and furnishes data for preparing the payrolls and for permanent record.
2. EXPENSE ACCOUNTS: At the end of each month promptly send your expense account to the State blister rust leader. Care in making out your account accurately and in accordance with the travel regulations of the Department will expedite auditing and payment.
3. FORM BRE-2: This is a current monthly summary of educational work performed in your district and must be submitted promptly at the end of each month to the Boston Office. Two copies will be prepared immediately and forwarded to the respective State blister rust leaders who will send one copy to the State extension Director. Under the heading "Kind and Amount of Individual Cooperation" on Form BRE-2, subheading "Amount", list either the approximate acreage or the money value of the cooperative work. A revised form BRE-2 containing these headings will be sent you in the near future to replace the one you are now using.
4. FORM BRE-3: This report is a yearly summary of educational work and State and local cooperative Ribes eradication work for your district, to be prepared and distributed as required for Form BRE-2. On one side is a place for summarizing the statistical data on educational work for the year. On the other side is a place for summarizing the control work performed in your district by pine owners and by the State. Part of the fourth column headed, "State Foreman and Hired Labor" is subdivided to separate the cost figures for "State foreman" and "Hired Labor". The statistical data needed to fill out Forms BRE-2 and 3 can be obtained from the field records of the blister rust educational agent which are described below. A brief narrative report on the status of the work in your district must accompany Form BRE-3.

Permanent Records of Field Work Maintained by Blister Rust Educational Agents.

The following forms properly filled out will constitute a permanent uniform record of your work for use and reference by the agent and others. In case an

agent resigns or is transferred, these records must show his successor exactly what has been accomplished in the district or county. Although the State co-operator and State leader knows you are rendering efficient service, it is absolutely essential to have a record of the work done when outside parties request definite and accurate information on the results that are being obtained in local territory. Keep daily notes on your work as many things which seem of minor importance to you may be invaluable later.

1. FORM BRE-R: A record of each interview with pine owners must be summarized by the blister rust educational agent on this card and filed where it can be referred to when necessary. On the back of the card is a place for summarizing Ribes eradication work done on the pine owner's property. This data is obtained from Form BRE-1 if the eradication work is supervised by a State foreman, or from Form BRE-5 if the work is done by the pine owner.
2. FORM BRE-1: This form is filled out by the State foreman for each pine owner whose cooperative Ribes eradication work he has supervised. The card is then sent to the blister rust educational agent in charge of the district where the work was performed for his permanent files.
3. FORM BRE-5: This form is filled out and mailed to the blister rust educational agent by pine owners who eradicate Ribes on their own land without direct supervision by a State foreman or educational agent. The agent should address this card (Form BRE-5) to himself before giving it to the pine owner, to insure its return to the proper place. If each card is numbered consecutively, the agent will have a check on the number of cards distributed and the proportion of pine owners reporting completion of control work. After the work is inspected and approved and the form countersigned by the person making the inspection, the blister rust educational agent will transfer the eradication data on Form BRE-5 to the back of Form BRE-R to complete his record of the work done on the pine owner's land. He will then forward a copy of Form BRE-5 to the Boston Office and send the original to the blister rust leader for the State files.
4. MAPS: Each blister rust educational agent must keep up-to-date at his headquarters a map of his district, showing location and extent of Ribes eradication areas, pine infections and property of cooperators. Also shade in pine land according to growth under 6" DBH and over 6" DBH. The agent can roughly sketch in the pine lands as he is traveling through the county on his regular duties.
5. The blister rust educational agent should keep a field diary for recording notes and memoranda on his daily work and leave his daily address at his headquarters so State and Federal men can get in touch with him promptly. If these forms are not thoroughly understood, discuss the matter with your State leader or write to the Boston Office for more specific explanation.

